

JAMES CITY COUNTY REQUEST FOR INFORMATION

Cumulative Development Tracking and Impact Analysis

I. PURPOSE

James City County, Virginia (“the County”) is requesting information from interested parties to conduct research and implementation of a Cumulative Development Tracking and Impact System (“CI”) program.

The purpose of issuing this Request for Information (“RFI”) is to:

- a) obtain information on potential approaches to a CI analysis;
- b) identify critical information or other studies or systems that are necessary for a comprehensive analysis;
- c) obtain recommendations that would enhance the success of a future procurement opportunity for this project;
- d) obtain resumes of professionals that could perform the CI analysis and establish an effective system of tracking development impacts;
- e) obtain examples and references of recent CI projects conducted by the professional;
- a) obtain high-level cost estimates for planning and budget purposes; and,
- b) provide industry professionals with an opportunity to comment on the potential procurement opportunity.

Any qualified firm interested in providing services should prepare information in compliance with the specifications described in this RFI.

II. BACKGROUND

Comprehensive Plan

James City County is a full-service local government located near historic Williamsburg, Virginia. It is a growing, urbanizing community of 141 square miles with an estimated population of 63,700.

The James City County Planning Division completed the 2009 Comprehensive Plan: Historic Past, Sustainable Future, on November 24, 2009. The plan is available in its entirety on <http://www.jccgov.com/government/administration/comprehensive-plan.html>. A strong theme during the public participation process leading up to drafting the Comprehensive Plan was the need to assess impacts of existing and approved-but-not-yet-built development before approving new development.

There are several existing growth management tools currently used by the County to evaluate the timing and impacts of growth:

- **Legislative cases** include rezonings and special use permits and require consideration by the Planning Commission and approval by the Board of Supervisors. These bodies have the discretion to decide whether the proposed development is consistent with the Comprehensive Plan land use designation and whether it offers sufficient public benefit to the County.
- **Impact studies** are submitted for legislative cases and assess the impacts a proposed development is anticipated to have on traffic, schools, the environment, cultural resources, and the County’s tax base and employment.

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- **Proffers** are often offered by developers for legislative cases and may include cash contributions for water, Fire/EMS, libraries, parks and recreation, roads, schools and off-site improvements to offset the impacts of the development.
- **Adequate public facilities test policy** helps determine whether there is enough capacity in public facilities to handle the additional demands generated by a new development. The County currently has such a policy to determine impacts to public schools.

Further discussion of the items above is included in the Land Use section (starting on page 137) of the 2009 Comprehensive Plan found at the above link, and in the Land Use section technical report (starting on page 25) and its Appendix 3J, which can be found at the following links:

http://www.jccplans.org/pdf/steeringcommittee/weekof040609/Technical_Report_April_7.pdf

http://www.jccplans.org/pdf/steeringcommittee/weekof040609/Appendix3J_Impact_Assessment_April_7.pdf

Staff has been asked to explore concerns/ideas/criticisms that in evaluating impacts, certain aspects have not been adequately addressed to date: (a) impact studies have not sufficiently taken into account the impacts of existing and approved-but-not-yet-built development and (b) there may be some categories of impact which are not currently being sufficiently assessed (road capacity, watershed impacts, impacts to fire station or library capacity, etc.). As an example of the first aspect, the County's current adequate public facility test policy examines the projected number of school children to be generated by a proposed development against the capacity of the school based on current year enrollment levels, but does not include an assessment of school children that would be generated by approved-but-not-yet built projects in the same school district. It is important to note that the County has a joint school and library system with the City of Williamsburg, as well as mutual assistance agreements with the City of Williamsburg and York County for a number of other facilities and services such as fire and police protection.

As a result of input and feedback during the Comprehensive Plan update, staff developed a series of goals, strategies, and actions to pursue to help the County develop in a way that the community, the Planning Commission, and the Board of Supervisors desire. The following action was developed to address the interest in tracking cumulative development impacts:

1.5 Promote the use of land consistent with the capacity of existing and planned public facilities and services and the County's ability to provide such facilities and services.

1.5.1 Through the following measures, coordinate allowable densities and intensities of proposed developments with the capacities and availability of water, public roads, schools, and other facilities and services:

1.5.1.1 Reporting on the feasibility of development of a model or models to assess and track the cumulative impact of development proposals and development on existing and planned public facilities and services.

1.5.1.2 Supporting state enabling legislation for adequate public facilities ordinances to extend the policies to already zoned lands, if in a form acceptable to the Board of Supervisors.

1.5.1.3 Permitting higher densities and more intensive development in accordance with the Land Use Map where such facilities and services are adequately provided.

Current Data Collection Activities and Tracking

The James City County Planning Division currently tracks the following information through multiple software and systems:

- Type of developments (i.e. single-family, multi-family, commercial)
- Number of units, lots and /or square footage for submitted development proposals
- Number certificate of occupancies for certain developments

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Computer resources used:

- CaseTrak – web-based County tracking data input site that is linked to Pivot Tables in Excel and used by the Planning Division and other development plan reviewing agencies (<http://first.jccgov.com/CaseTrak/login.aspx>);
- HMS Inc. – Access database used by building and certificate of occupancy permit office;
- Proval - system that is a Windows based property appraisal software;
- Enhanced Government Tax Software – tax billing software;
- ESRI GIS 9.x

The above systems are used throughout the County but data is not always linked or shared between systems and data may be incomplete. In addition, different terminology for data fields is not consistent across systems (i.e. housing unit types).

Desired Data Collection and Tracking Capabilities

The two main goals of this project are to:

1. Create a system that allows accurate tracking of development as it moves from concept to reality. This includes existing development, approved development that is not built, and estimated future build-out of vacant parcels. The estimated future build-out would likely be added to the system at a later date.
2. Use the system to assess current and future impacts on public facilities and services using the fields, multipliers and assumptions built in the system (i.e. school district, number of school children, closest arterial road, etc.). This system should be designed to be manipulated and sorted by use fields.

While not committed to the format or content, attached is a concept spreadsheet of ideas.

The following is a list of some public facilities and services that we are interested in tracking the impacts of:

- Schools
- Traffic- arterial roads
- Fire Department
- Library
- Environmental impacts and impervious cover
- General government needs
- Water and sewer impacts
- Parks and Recreation

The following items are points to consider or features we would like to be included in the system:

- Coordination of multiple existing systems verses the creation of one new comprehensive system;
- Incorporation of both residential and commercial development within system;
- The ability to easily update the system electronically including automated updates (i.e. how to move units from approved to built);

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- The ability to use information to develop cash proffer policies, adequate public facilities policies, and/or the implementation of a possible future impact fee system;
- Coordination with other adjacent localities on shared facilities and cross-jurisdictional impacts;
- Based on the impacts we want to track, evaluation of the data fields that are most appropriate and feasible to track. For example, suggest the best method of collecting data to track traffic impacts.

General Timeline, Expectations and Funding

Simultaneously with investigating cumulative development impact tracking, the County is also undertaking a comprehensive zoning and subdivision ordinance review and revision. Regulations governing rezoning and special use permit submittal document requirements (such as impact studies) and processing procedures will be evaluated as part of this process and would consider any recommendations developed as a part of this cumulative development impact tracking investigation. Currently, the general timeline for the ordinance update is beginning in July 2010 and concluding in late 2011/early 2012. The approximate timeline for consultant work on this project is six months, although the County is willing to consider alternative timelines if proposed.

The Planning Division is seeking input from qualified consulting firms and planning professionals about their experience in designing, setting up, or coordinating existing development tracking systems; processes for examining the feasibility of a cumulative development impacts tracking system; concurrency reporting; potential deliverables as part of setting up such a system; other areas of policies and ordinance requirements that should be considered; trends in development tracking, impact studies, and level-of-service standards; and examples of development impact tracking systems and related ordinance submittal requirement language.

III. RESPONSES

Interested parties are invited to respond to this RFI by submitting a response to the County. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

Respondents are requested to provide a concise and focused response to this RFI. Responses are requested in the following format:

- a) Brief company profile;
- b) Information on any potential sub-consultants the company would need to complete analysis;
- c) Name of a key contact person, including telephone number, fax number and email address;
- d) Brief description of company's interest and past experience with cumulative development tracking and impact system, with references and examples if possible;
- e) The names and qualifications of the specific staff members from each company (if more than one) who will be assigned to the project, their role in the project, and a resume listing their individual work experience in this role on similar projects;
- f) Brief description of process ideas for conducting an analysis for the County;
- g) Potential deliverables as part of the analysis;
- h) Best estimated price range to provide services;
- i) Time frame to conduct an analysis; and
- j) Other information specific to the nature of this RFI and deemed important by the respondent.

In the event that sufficient information is received, the County may, but is not required to, issue a competitive solicitation. This RFI is not a competitive solicitation and no contract award shall result.

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This RFI will not be used to evaluate, rank or select vendors, nor will it be used to pre-qualify or screen vendors for a subsequent competitive solicitation process, if any. If a subsequent competitive solicitation is issued, the County is under no obligation to advise any firm responding to this RFI. Vendors are advised to monitor the County's website (www.jccegov.com) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFI has been submitted.

The County will not pay for the preparation of any information submitted or for use of that information. The County reserves the right to utilize any information submitted in its best interest without any obligation, liability, or consideration on the part of the County.

Ownership of all data, materials and documentation originated and prepared for the County pursuant to this RFI shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm shall not be publicly disclosed under the Virginia Freedom of Information Act; however, the firm shall invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of the proprietary materials after the RFIs are reviewed should be stated by the firm. Firms should indicate on the **Cover Sheet** the portions of their response that are proprietary and return the signed Cover Sheet with their submission. Please list the page number(s) and reason(s).

Attachment: Example spreadsheet showing initial brainstorming of data fields that may need to be tracked